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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, CIA Career Council

DATE:

FEB 21 1956

FROM : Head of the Logistics Career Service

SUBJECT: Report on Career Planning in the Office of Logistics

REF : Memorandum for Head of Logistics Career Service from Executive Secretary, CIA Career Council, dated 9 February 1956, subject: Report on Individual Career Development Planning Program

25X9A2

1. The referenced memorandum requests that this Office report on the accomplishments to date and the status of our Individual Career Development Program. The necessity for establishing such a program, which provides for long range career planning for selected groups and individuals within groups, was recognized and discussed by our Career Board as long as two years ago. It was likewise recognized at that time that a firm base did not exist upon which to establish a program which would encompass all individuals engaged in the widely divergent activities of this Office. Acting upon the need for specific information upon which to plan individual programs, biographical and other information has been obtained from approximately [redacted] SL designees which may now serve as a body of data upon which to base a program.

2. In addition to the foregoing effort, the Logistics Career Board plans, as far as possible in advance, to effect a rotation program of SL designees to and from SL designated positions located in DD/P and elsewhere outside the Office of Logistics. Individual career counseling services relating to career development, training, and employee interests and desires are being provided daily to SL designees by Office of Logistics supervisory personnel and the OL Personnel and Training Branch.

3. The types of positions and the personnel employed by this Office vary widely as to qualifications. Individual programs developed for employees in certain groups where the probability of consummation of these programs is highly questionable, could only result in serious dislocation of an office-wide program.

4. In view of the work done to date, it is felt that this Office is now in a position to undertake an Individual Career Planning Program on a basis sufficiently selective so as to assure

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the success of the individual plans. The assistance of the CIA Career Council in developing such a selective program, would be of material benefit.

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JAMES A. GARRISON

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